



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

End of Course & Course Equivalency Exams

Procedure Manual

**South Dakota Department of Education
800 Governors Drive
Pierre, SD 57501-2294**

July 2012

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Purpose:

The South Dakota End of Course Exam is required when students, below the 9th grade, want to take a high school level course and receive high school credit on their transcripts. The student must pass this exam with a minimum proficiency of 80% and can retake the test one time.

The South Dakota Course Equivalency Exam is required when students, grades 9-12, want to 'test out' of a high school level course without taking the actual class and still receive high school credit on their transcripts. The student must pass this exam with a minimum proficiency of 85% and no retakes are allowed.

School districts may also use both types of exams to assess students entering the district from another state or who have been homeschooled for a pass/fail score on their transcripts.

Districts must apply for, and receive a waiver in order for students to participate in an End of Course Exam or Course Equivalency Exam.

Administrative Rules:

(July 2008) Administrative Rule in South Dakota (ARSD) 24:43:11:01 governs the accreditation requirements for grades 9-12, stating that "required units for high school graduation must be earned in grades 9 through 12."

(May 2007) Administrative Rule in South Dakota (ARSD) 24:43:01:01 (50) governs the accreditation requirements for earning a unit of credit. This rule states that a unit of credit is equivalent to 146 hours. In the event that a school district would like to deviate from this rule and offer credit for an eligible high school course by the passage of an equivalency exam, the district may apply for a waiver from the administrative rule. The specific rules outlining the structure of this process are found in ARSD 24:43:11:08.

As defined by the Department of Education, a district may apply for a waiver from an administrative rule when the intent of the waiver is to better meet local learning goals, enhance educational opportunity, promote equity, or increase accountability. (ARSD 24:43:08:02)

Waiver Application:

In the event that a school district would like to deviate from these administrative rules and offer courses for high school credit prior to grade nine or through test out, the district may apply for waivers from these administrative rules.

Application for a waiver is available from the Department of Education and must demonstrate the district's rationale for either offering high school credit to students before grade nine through an end of course exam or offering high school credit by test out through a course equivalency exam. This rationale will include a statement as to how the waiver outlined in the application will better meet local learning goals, enhance educational opportunities, promote equity, or increase accountability. The application must also include the evidence of continuing educational opportunities. This should include a description of what furthering educational opportunities the participating student(s) may have available in the content area in which the district is applying for a waiver.

Additionally, faculty teaching waived courses in any content area **must** be South Dakota certified to teach the content area waived. The teachers of courses for which waivers are approved must be high school certified and the waived courses must remain at high school-level rigor.

Waiver Application (cont.):

A waiver must be in place for each content area the district wishes to administer an exam in. Once approved, district administrative waivers are in effect for five years.

The Waiver Request Form can be downloaded here: http://doe.sd.gov/oatq/documents/Wvr_HSB49.pdf.

Applications must be received by the Department of Education no later than July 1st of the year of implementation.

For more information on Administrative Rule waivers, please visit the DOE website <http://doe.sd.gov/oatq/adminrulewaivers.asp> or call 605-773-3134 for assistance.

Exam Guidelines:

When using an end of course exam, the student must pass the exam with at least 80% proficiency prior to the start of the following school year in order to earn high school credit.

An end of course exam may be administered up to two times, per district policy.

When using a course equivalency exam, the student must pass the exam with at least 85% proficiency in order for high school credit to be issued.

A course equivalency exam may only be administered one time.

State Created Exams:

State-created end of course/course equivalency exams are available in the following content areas:

Biology	Algebra I	Geography
Chemistry	Algebra II	Government
Physical Science	Geometry	US History
Physics	Spanish I	World History

All state exams must be delivered online through the South Dakota Assessment Portal (<https://sdap.emetric.net>).

Each state-created end of course/course equivalency exam follows a blueprint. The blueprint lists test question categories, percent of questions needed for each category, content standards followed, and Bloom's Taxonomy levels for specific content standards.

All state-created blueprints are located at <http://doe.sd.gov/oats/DistrictEOC.asp>.

District Created Exams:

If a state-created end of course/course equivalency exam is not available, a school district may develop its own standards-based exam to administer to students. The exam must be submitted with the school district's waiver application and approved by the South Dakota Department of Education before it may be administered.

School districts should submit the following for approval of a district-created exam:

- A cover sheet which includes district contact information.
- A security plan. The exam must not be available to students or staff prior to testing day and must be kept in a secure, locked, location outside of the classroom. A security plan checklist can be found in Appendix C.
- A completed blueprint form. If a state-created exam is available and a district chooses to create a district-created exam in the same content area, the state blueprint **must** be followed by the district. When a district creates an exam that is not currently available from the State, the state generic blueprint guide must be used. The blueprint must be included when the district submits a district-created exam to the SD Department of Education for approval.

All state-created blueprints are located at <http://doe.sd.gov/oats/DistrictEOC.asp>.

The generic blueprint is located in Appendix A and can also be found at <http://doe.sd.gov/oats/documents/GenBluept.pdf>.

- Two parallel versions of the exam. The district-created exam must include at least 60 test questions. Districts must refresh a minimum of 30% of the test questions in each version of the exam, every two years, and the source of the test questions **must** be documented.
- A scoring guide for both versions of the exam.
- Formula Sheets and/or Periodic Table (if applicable)
- Any other supporting instructional materials that will be included with the exam.

The Department of Education will require a minimum of 45 working days for the exam approval process to be completed. Once the exam is approved, a letter confirming approval will be sent to the district contact person.

All district-created exams must be submitted to the South Dakota Department of Education no later than February 1st of the current school year.

General Guidance for Administering State & District-Created Exams:

An end of course/course equivalency exam may be administered to one student, a small group of students, or an entire class.

There is no time limit for a student taking an end of course/course equivalency exam. However, the end of course/course equivalency exam must be completed in one session.

If an end of course/course equivalency exam is stopped for any reason and completed in more than one session, the exam proctor must complete a test irregularity form explaining the test irregularity.

Students will be allowed to use permissible calculators on Math and Science exams. A list of all permissible and prohibited calculators can be found in Appendix D or online at http://doe.sd.gov/oats/documents/EOC_CalcU.pdf. On the day of testing, proctors should check each student's calculator to verify if it is a permitted type. Also, proctors should monitor calculator use to ensure the student does not store test material in the calculator's memory, does not share calculators, and uses a backup calculator **only** if a primary calculator fails.

Formula sheets have been developed for the state-created end of course exams for use in Chemistry, Geometry, Physical Science, and Physics. These formula sheets, and the Periodic Table, are located in Appendix E or online at http://doe.sd.gov/oats/documents/EOC_PrdcT.pdf. The formula sheets and periodic table may be printed off for student use during the exam. Students are not required to return the formula sheets or periodic table at the conclusion of the exam.

Administering State-Created End of Course/Course Equivalency Exams:

- 1: Ensure the school district has an administrative waiver in place which provides permission to administer the requested end of course/course equivalency exam.
- 2: Download the iTester Client software located within the South Dakota Assessment Portal to any computers students will use for testing. For directions on how to download the iTester Client software, please see the following Help Guide: <http://doe.sd.gov/oats/documents/SDAPinstall.pdf>
- 3: Complete an online test security agreement within the South Dakota Assessment Portal. Paper copies of test security agreements will no longer be accepted for state-created exams. Once the test security agreement is approved by the South Dakota Department of Education, the school district will be able to schedule the exam.
- 4: Schedule the exam within the South Dakota Assessment Portal. The timeframe for giving an end of course/course equivalency exam is determined by each district according to student needs and scheduling. For directions on how to schedule the exam within SDAP, please see the following Help Guide: <http://doe.sd.gov/oats/documents/iTestManl.pdf>

Administering District-Created End of Course/Course Equivalency Exams:

- 1: Develop and submit an End of Course/Course Equivalency Exam and waiver application for approval.
- 2: Ensure the school district has an administrative waiver in place which provides permission to administer the requested end of course/course equivalency exam.
- 3: Determine the date of the exam. The timeframe for giving an end of course/course equivalency exam is determined by each district according to student needs and scheduling.
- 4: Submit a test security agreement for each exam given (per proctor). The **original document, with original signatures**, must be mailed and received by the South Dakota Department of Education two weeks before delivering the exam. No faxed or emailed agreements will be accepted. The Security Agreement can be found in Appendix B of this manual or at http://doe.sd.gov/oats/documents/EOC_SecAg.pdf

Exam Results and Data:

Test scores for state exams are available to students, test proctors, and the South Dakota Department of Education immediately in SDAP after exams are submitted. School districts do not have to submit a separate student score report to the South Dakota Department of Education when using the South Dakota Assessment Portal to deliver end of course/course equivalency exams.

School districts administering district-created end of course/course equivalency exams outside of SDAP must score the exam and complete the End of Course Reporting Form located in Appendix H or online at <http://doe.sd.gov/oats/DistrictEOC.asp>. The Reporting Form must be returned, **electronically**, to the South Dakota Department of Education for each version of the exam, no later than two weeks after administering the exam.

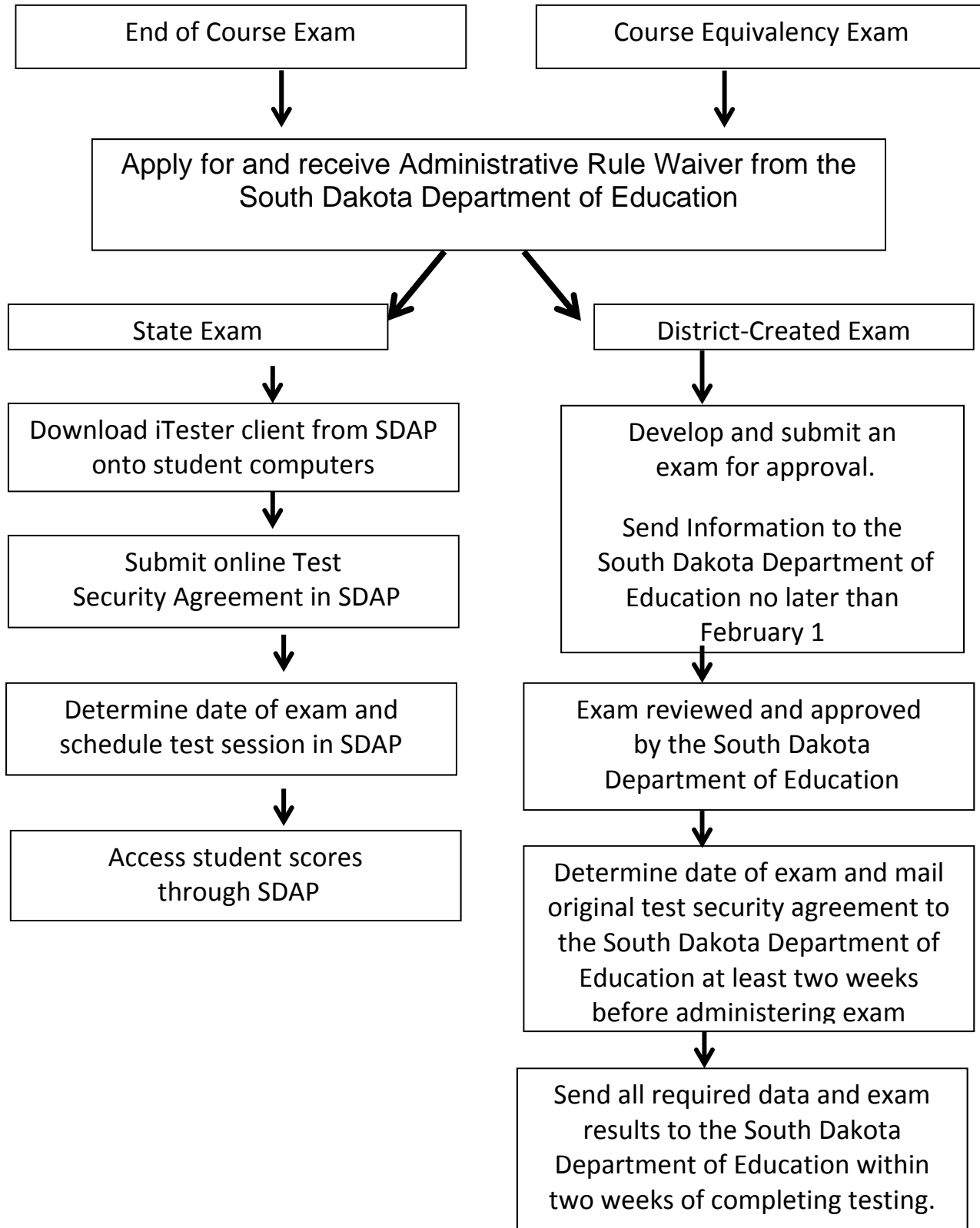
Course Records:

Upon passage of an end of course exam, a letter grade shall be recorded on the student's transcript and the course shall be calculated as a part of the student's cumulative grade point average. (ARSD 24:43:08:12)

Upon passage of the course equivalency exam, the credit shall be included on the student transcript as a "pass" grade only. The pass grade shall not be calculated as a part of a student's cumulative grade point average. A failed attempt on the course equivalency exam shall not be included on a student's transcript and shall not be calculated as a part of a student's cumulative grade point average.

If a student wishes to have a letter grade for the course equivalency exam included on his or her transcript as a means of scholarship eligibility or entrance into a post-secondary institution, a formal request may be made to that student's school district to have a "course grade" included. The "course grade" should be a letter grade that is equivalent to the student's test score on the course equivalency exam. The "course grade" shall not be calculated as a part of the student's cumulative grade point average. (ARSD 24:43:11:09)

South Dakota Department of Education End of Course/Course Equivalency Exams



APPENDIX A
Blueprint Alignment Form

End of Course Exam: _____

School: _____

Category	% of Questions included in the Test	List the Question Numbers on the Test	SD Standard (Must be tested at the standard level)	Blooms Level

APPENDIX B
Test Security Agreement

TEST SECURITY AGREEMENT
South Dakota End of Course/Course Equivalency Exams

For District Administrators and Test Proctors

The following Test Security Agreement is applicable to all district-created End of Course/Course Equivalency Exams administered through paper/pencil testing.

The District will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff. All persons who will have access to or assist with the administration of district-created paper/pencil End of Course/Course Equivalency Exams must read and sign the Test Security Agreement before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials.

This agreement must be completed by a school administrator and test proctor(s) and mailed to the South Dakota Department of Education before the End of Course/Course Equivalency Exams are given. The Agreement must be signed each year. A security agreement must be submitted for **each** content area exam that is given (per proctor). Forms must be mailed (not emailed or faxed).

Signed forms should be sent to:

End of Course Exams
South Dakota Department of Education
800 Governors Drive
Pierre, SD 57501

(School District/School)

(Administrator signature)

(Date)

(Administrator name/title, PRINT)

(Email address)

This page must be signed by the appropriate official and mailed to the South Dakota Department of Education. Districts may make as many copies of the Test Security Agreement as necessary.

**School Division Personnel Test Security Agreement
(Include Examiners/Proctors)**

I acknowledge that I will have access to State-Created or District-Created End of Course/Course Equivalency Exams for the purpose of administering an End of Course/Course Equivalency Exam. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines for the End of Course/Course Equivalency Exams. I understand these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school district to only those individuals who have a professional need to view the test.
2. I will not allow access to the test materials to any student or to any other person not so authorized to view the End of Course/Course Equivalency Exams.
3. The names of all persons having access to the materials will be kept on file (locally and sent to the South Dakota Department of Education).
4. Test materials will be kept secure until they are distributed to students for the purpose of administering the test.
5. I will not hand out access codes (log-in information) prior to the administration of the test.
6. All test tickets or access codes must be collected following the test administration.
7. All persons are prohibited from logging into SDAP (the Web-based application) posing as a student, current or fabricated, to view any state-created End of Course/Course Equivalency Exams.
8. I will not improperly review test items, copy or take notes about any part of the test.
9. I will not divulge the contents of the test to anyone.
10. I will not provide answers to test items or any other improper assistance to students.
11. I will not alter students' responses in any way.
12. In no case will students be permitted to remove test materials from the room where testing takes place.
13. Upon completion of testing, I will return all test materials to the designated test coordinator of the school district.
14. If applicable, I will destroy all electronic and unused paper copies of the test immediately following testing.
15. **For end of course** exams, I certify that any educator teaching a waived course in any content area **are** South Dakota certified to teach not only the content area waived, but also at the high school level at which they are offering instruction.

Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the South Dakota Department of Education as an inappropriate use or handling of tests and will be treated as such.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Please be sure to print, sign and return the Test Security Agreement to the appropriate test administrator before administering any End of Course/Course Equivalency Exams. This agreement MUST be sent via regular mail service and not faxed. A Test Security Agreement must be submitted for each content area end of course/course equivalency exam that is given, per proctor.

Proctor Signature: _____

Proctor Printed Name: _____

Position/Title: _____

Proctor Email: _____

Proctor Phone #: _____

District: _____

School: _____

Date exam will be given: _____

Credit Before Grade Nine Exam name: _____

OR

Course Equivalency Exam name: _____

This Testing Agreement may be photocopied.

APPENDIX C

End of Course Security Plan Checklist

This checklist is a quick way to verify the district has the proper security in place for the preparation of, and administration of, a district-created end of course/course equivalency exam. All items contained within an end of course/course equivalency exam are to be secure and not to be copied or used for classroom instruction. Copying or sharing secure items in any form is a direct violation of the *South Dakota Code of Ethical Testing Practices and Procedures and HB 1033*.

Maintaining the security and integrity of South Dakota student assessment programs plays a crucial role in the effort to ensure valid test scores and to promote fairness at all levels.

Test security is important to:

- Maintain the integrity of the assessment results, testing environment, and assessment instrument;
- Give accurate measures of students' knowledge and skills; and
- Maintain the opportunity for fairness among all districts.

All test materials must be kept in a secure storage location when not in use. All persons who have access to the testing materials must sign the Test Security Agreement.

Prior to, and concluding, the administration of the end of course/course equivalency exams **DO NOT:**

- Prepare student guides or classroom assessments that are based on specific items from the district-created end of course/course equivalency exam.
- Make a copy of any portion of the end of course/course equivalency exam and use it in any instructional planning, classroom instruction, or assessment.
- Present items from any part of the exam before test administration.
- Provide students with correct answers or suggest a student reconsider an answer.
- Change student responses in any fashion.
- Fail to provide students with all allowable accommodations on the exam as prescribed on their IEP/504 or LAP.
- Allow anyone who is not certified in the content area of the exam, and at the grade level the exam will be given, to proctor the end of course/course equivalency exam.
- Fail to sign and return the test security agreement with all required signatures.
- Disclose individual student results to someone other than that student's parent, guardian or others not directly involved in the education of the student.
- Fail to report assessment results to the SD Department of Education by the required deadline.

SECURITY PLAN CHECKLIST:

1. Who took part in the creation of this exam?
2. Where did the test items originate?
3. Where will the local End of Course/Course Equivalency exam be stored?
4. How will the local End of Course/Course Equivalency exam be administered?
5. What steps will be taken to ensure security measures are in place when test is administered?
6. What follow-up steps will be taken to ensure ongoing test security after the test is given?

APPENDIX D

GUIDELINES FOR CALCULATOR USE

Students in all grades will be allowed to use permissible calculators.

All students should have access to school-owned or student-owned calculators for use on the appropriate End of Course/Course Equivalency Exam. All students should be familiar with the calculator they are to use. Students may use any four-function, scientific, or graphing calculator, unless it has features described in the following **PROHIBITED** list.

For models on the **PERMITTED WITH MODIFICATION** list, proctors will be required to modify some of the features of the calculator before it is used.

The following types of calculators are **PROHIBITED**:

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads
- Calculators built into cellular/mobile phones or other wireless communication devices
- Calculators with a QWERTY keyboard
- Calculators that make noise, such as a calculator with a paper tape or a talking calculator, or calculators that have power cords/USB cables
- Calculators with CAS (computer algebra systems) technology – ***Prohibited** calculators in this category include **all** calculators in **all** of the following series:*
 - Casio CFX-9970G and Algebrax2.0 have built-in Computer Algebra Systems.
 - Texas Instruments TI-89 and TI-92 (including TI-92 Plus). All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems.
 - Hewlett-Packard HP-40G and HP-49G. Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy, opaque material.
- Any electronic device that has scanning or camera functions

The following types of calculators are **PERMITTED WITH MODIFICATION**:

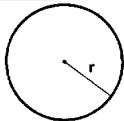
- Calculators with paper tape—*Remove the tape.*
- Calculators that make noise—*Turn off the sound feature.*
- Calculators that can communicate wireless with other calculators— *Completely cover the infrared data port with heavy, opaque material.*
- Calculators that have power cord—*Remove all power/electrical cords.*

On the day of testing, proctors should check each student's calculator to verify that it is a permitted type. Also, monitor calculator use to ensure the student uses a backup calculator **only** if a primary calculator fails, does not share calculators, and does not store test materials in the calculator's memory. If a calculator has characters one-inch high or larger, or a raised display, proctors may seat students where no other student can see the calculator.

APPENDIX E FORMULA SHEETS

Geometry Reference Sheet 1

Circle



$$\text{Area} = \pi r^2$$

$$\text{Circumference} = 2\pi r$$

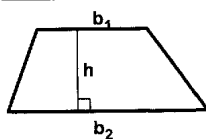
Rectangle



$$\text{Area} = l \cdot w$$

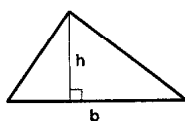
$$\text{Perimeter} = 2l + 2w$$

Trapezoid



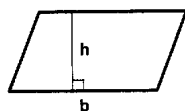
$$\text{Area} = \frac{1}{2}h(b_1 + b_2)$$

Triangle



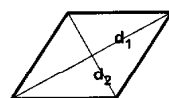
$$\text{Area} = \frac{1}{2}bh$$

Parallelogram



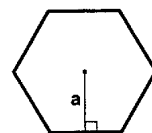
$$\text{Area} = bh$$

Rhombus or Kite



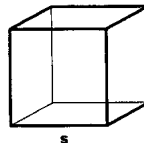
$$\text{Area} = \frac{1}{2}d_1 \cdot d_2$$

Regular Polygon



$$\text{Area} = \frac{1}{2}a \cdot \text{perimeter}$$

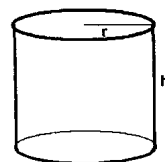
Cube



$$\text{Volume} = s^3$$

$$\text{Surface area} = 6s^2$$

Right Circular Cylinder

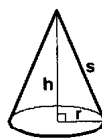


$$\text{Volume} = \pi r^2 h$$

$$\text{Lateral area} = 2\pi r h$$

$$\text{Surface area} = 2\pi r h + 2\pi r^2$$

Right Circular Cone

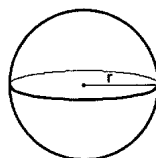


$$\text{Volume} = \frac{1}{3}\pi r^2 h$$

$$\text{Lateral area} = \pi r s$$

$$\text{Surface area} = \pi r s + \pi r^2$$

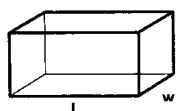
Sphere



$$\text{Volume} = \frac{4}{3}\pi r^3$$

$$\text{Surface area} = 4\pi r^2$$

Rectangular prism

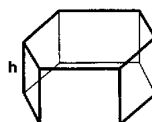


$$\text{Volume} = l \cdot w \cdot h$$

$$\text{Lateral area} = 2(l + w) \cdot h$$

$$\text{Surface area} = 2wl + 2lh + 2wh$$

Right prism



$$\text{Volume} = (\text{base area}) \cdot h$$

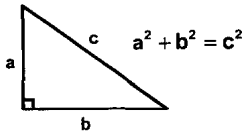
$$\text{Surface area} = \text{base area} + \text{face areas}$$

$$\text{Lateral area} = \text{sum of face areas}$$

APPENDIX E (cont.)
FORMULA SHEETS

Geometry Reference Sheet 2

Pythagorean theorem



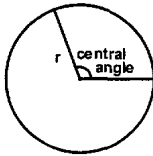
Distance between two points

$$d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$$

Midpoint between two points

$$\left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$$

Sector of circle



$$\text{Arc length} = \frac{\text{circumference} \cdot \text{central angle}}{360^\circ}$$

$$\text{Sector area} = \frac{\text{total area} \cdot \text{central angle}}{360^\circ}$$

**APPENDIX E (cont.)
SCIENCE FORMULA SHEET**

Equation	Variables
$v = \frac{d}{t}$	v = velocity
	d = displacement
	t = time interval
$W = F \times d$	W = work
	F = force
	d = displacement
$P = \frac{W}{t}$	P = power
	W = work
	t = time interval
$a = \frac{\Delta v}{\Delta t}$	a = acceleration
	Δv = change in velocity
	Δt = change in time
$F = ma$	F = force
	m = mass
	a = acceleration
$PE = mgh$	PE = gravitational potential energy
	m = mass
	g = acceleration due to gravity
	h = height

APPENDIX E (cont.)
SCIENCE FORMULA SHEET

Equation

Variables

$$KE = \frac{1}{2}mv^2$$

KE = kinetic energy
m = mass
v = velocity

$$v = \lambda f$$

v = wave velocity
 λ = wavelength
f = frequency

$$I = \frac{V}{R}$$

I = current
V = potential
R = resistance

$$p = mv$$

m

p = momentum
= mass
v = velocity

APPENDIX E (cont.) PHYSICS FORMULA SHEET

Formulas

$$\text{Average Speed} = \frac{\Delta d}{\Delta t}$$

$$F = G \frac{m_1 m_2}{d^2}$$

$$p = mv$$

$$\text{Average Acceleration} = \frac{\Delta v}{\Delta t}$$

$$KE = \frac{1}{2}mv^2$$

$$V = IR$$

$$\Delta d = v_i \Delta t + \frac{1}{2}a(\Delta t)^2$$

$$W = F\Delta d$$

$$P = IV$$

$$v_f = v_i + a\Delta t$$

$$PE = mg\Delta h$$

$$Q = mc\Delta T$$

$$v_f^2 = v_i^2 + 2a\Delta d$$

$$P = \frac{W}{\Delta t}$$

$$v = f\lambda \text{ and } \lambda = \frac{c}{f}$$

$$F = ma$$

$$T = \frac{1}{f}$$

Variables

a=acceleration

c=specific heat

d=distance

Δd =change in distance

f=frequency

ΔT =change in temperature

F=force

I=current

KE=kinetic energy

λ =wavelength

m=mass

P=power

PE=gravitational potential energy

Q=heat

R=resistance

Δt =change in time

v=velocity

Δh =change in height

T=period

Δv =change in velocity

V=voltage

W=work

p=momentum

Subscripts:

i=initial and f=final as subscripts

Definitions

$$G = \text{universal gravitational constant} = 6.67 \times 10^{-11} \frac{\text{N} \cdot \text{m}^2}{\text{kg}^2}$$

$$c = \text{speed of electromagnetic waves} = 3.00 \times 10^8 \text{ m/s}$$

$$g \approx 10 \text{ m/s}^2$$

$$1 \text{ N} = \frac{1 \text{ kg} \cdot \text{m}}{\text{s}^2}$$

$$1 \text{ J} = 1 \text{ N} \cdot \text{m}$$

$$1 \text{ W} = \frac{1 \text{ J}}{\text{s}}$$

Periodic Table of the Elements

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APPENDIX F
Parent Information Letter

[Date]

Dear Parent/Guardian:

Your child recently took an[end of course or course equivalency] exam. The purpose of the exam is to provide high school credit for a specific course. The exam taken by your child was:

_____ End of Course [list course]

_____ Course Equivalency [list course]

The End of Course exam must be taken if a student wishes to receive high school credit for a course taken below the 9th grade. The student must pass the exam with at least an 80% and does have a retake option if needed.

The Course Equivalency exam is taken when a high school student (grades 9-12) wishes to receive credit for a course without physically enrolling in, and taking, the course. This is sometimes referred to as ‘testing out’ of the class. Students may take a content area exam one time and must receive at least an 85% to get credit for the course.

If you have questions regarding the exam that was taken by your child, please contact the school (information listed below).

[School District/School Name]

[School Address]

[School Phone]

[School Contact for EOC exams with phone/email]

APPENDIX G

End of Course/Course Equivalency Reporting Form Information

The End of Course/Course Equivalency Reporting Form must be submitted electronically. Each exam should be reported on a separate form. For example, if the district gave an 8th grade Algebra I exam, World History and Physics exams, the district would need to report information for each of those exams on a separate form.

Information that must be included on each reporting form includes:

- Type of Waiver (do not list “Multi-Course”). List the specific course waiver which is End of Course or Course Equivalency.
- The name of the school district administering the exam
- The name of the school
- The name of the Proctor (remember, faculty teaching waived courses must be South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction).
- Course name (Algebra I, Geometry, Physical Science, etc.)
- Student name
- Student ID number
- Student’s current grade level in school
- Percent correct on the exam

The End of Course/Course Equivalency Reporting Form can be found under at <http://www.doe.sd.gov/oats/EOC.aspx> and must be submitted electronically with all required information. Paper copies of this form will not be accepted.

Appendix H

[illegible]